

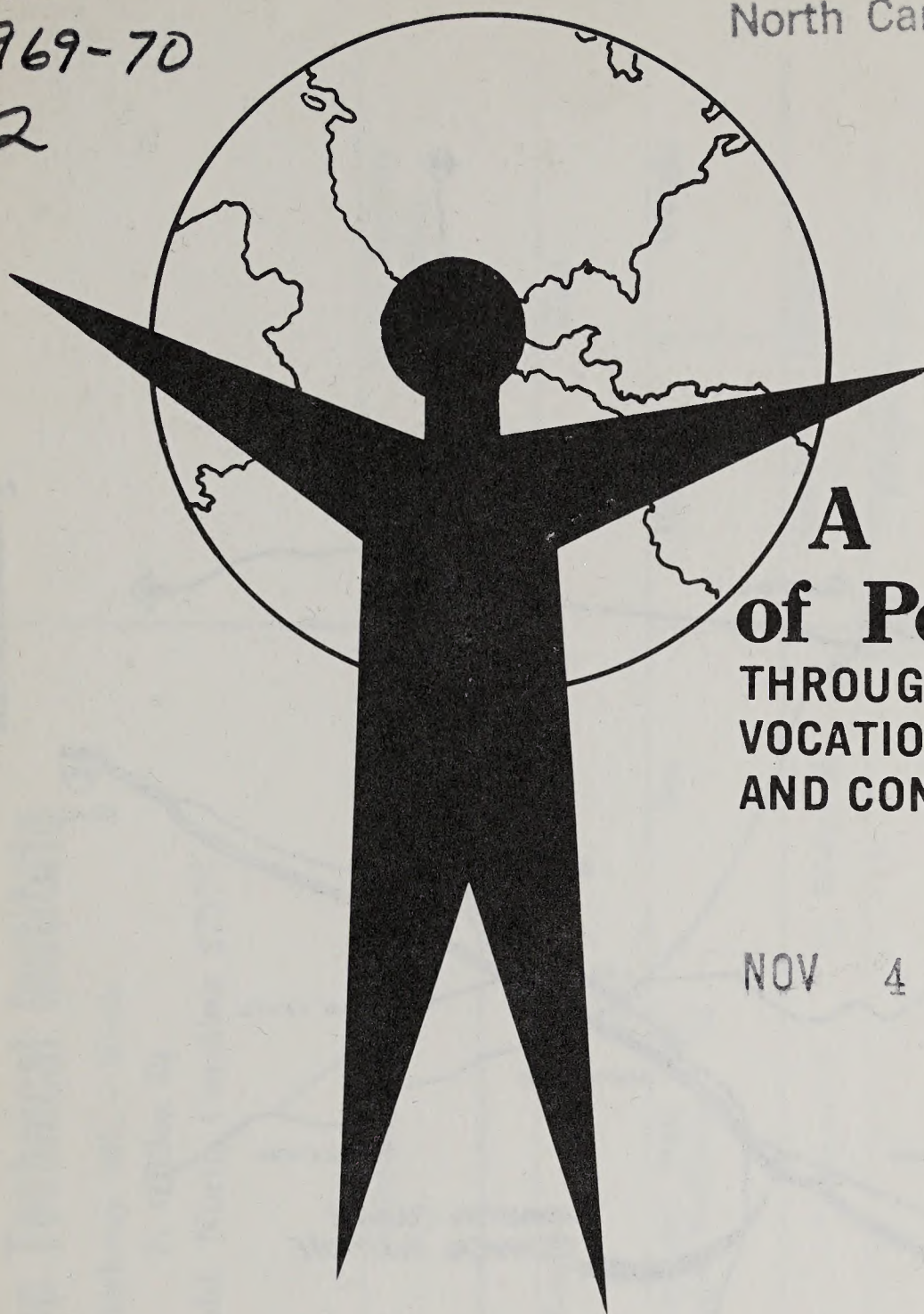
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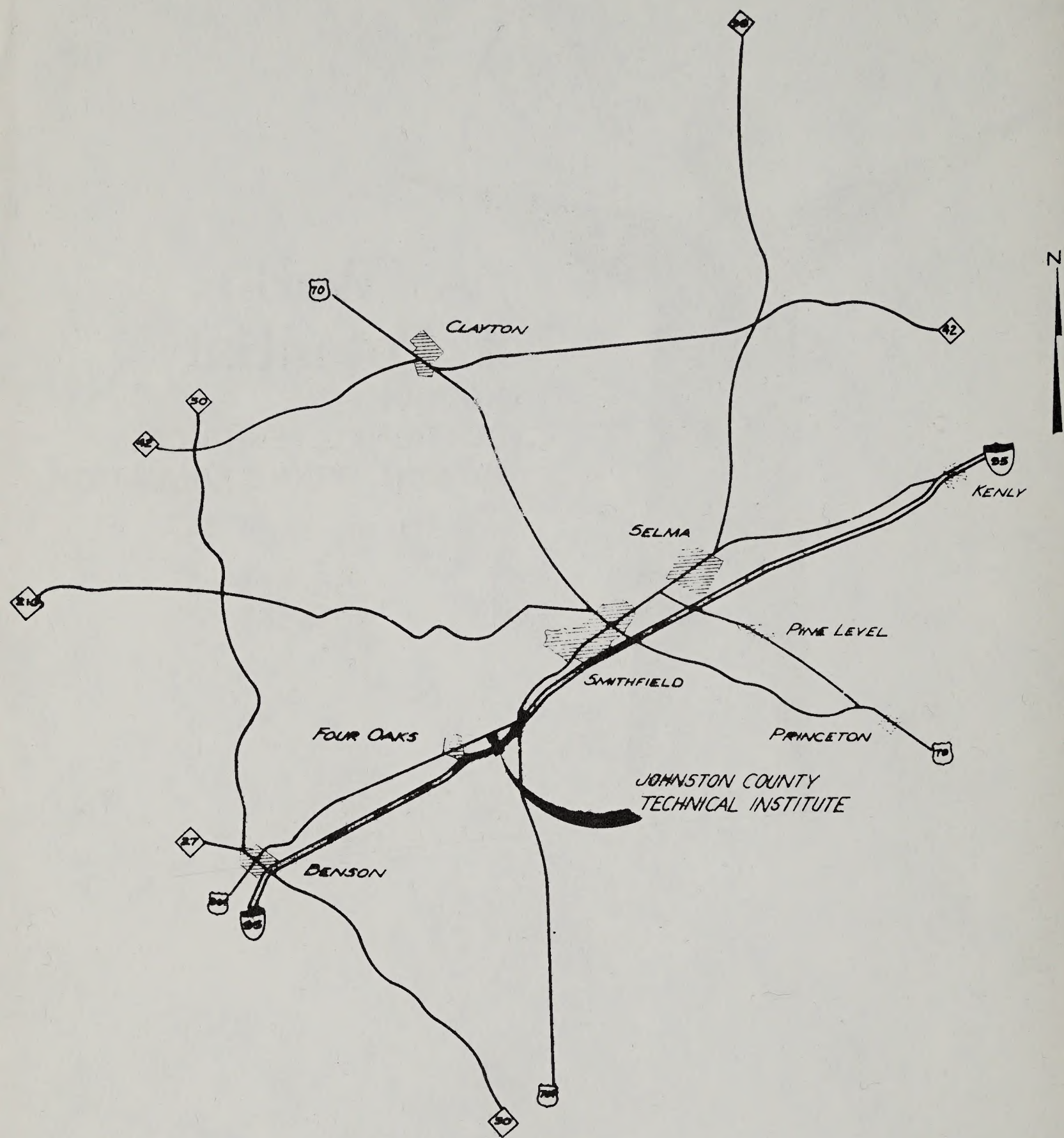


A World of Potential

**THROUGH
VOCATIONAL, TECHNICAL
AND CONTINUING EDUCATION**

NOV 4 1975

JOHNSTON TECHNICAL INSTITUTE
BOX 29
SMITHFIELD, NORTH CAROLINA
PHONE 919 963-7531



The institution reserves the right to make changes without notice in the information contained in this Bulletin.

APPLICATION FOR ADMISSION

For Office Use

Attach

recent

photograph

Johnston Technical Institute

Highway 301 – South

P. O. Box 29

Smithfield, North Carolina 27577

Date

Name	(Last)	(First)	(Middle)	(Maiden name, if married)	Social Security Number
	<input type="checkbox"/> Mr.				
	<input type="checkbox"/> Mrs.				
	<input type="checkbox"/> Miss				

Address	(No., Street or Route)	(Town)	(State)	(Zip)
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Telephone No.	Date of Birth	County and State of Legal Residence	Sex	Height	Weight
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Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	Number of Children
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Name and address of Father, Mother, or Guardian	Telephone No.
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Name and Address of Wife or Husband

EDUCATIONAL INFORMATION

Name of Last High School	Address	Did you graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Last Attended
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Name of College Attended	Address	Did you graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Last Attended
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Other Schools Attended	Address	Did you graduate <input type="checkbox"/> Yes	Date Last Attended
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EMPLOYMENT INFORMATION			<input type="checkbox"/> No	
Name of present employer		Occupation	Years employed	
			From:	To:
Name of previous employer		Occupation	Years employed	
			From:	To:
MILITARY SERVICE INFORMATION				
Are you a veteran		Date of Discharge	Type of Discharge	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
ADMISSION INFORMATION				
List Program(s) of Study you wish to take				
Date you wish to enter		Plan to attend		
		<input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Full time <input type="checkbox"/> Part time		
Indicate any physical limitations				
REFERENCES				
Name		Address		Occupation
1				
2				
3				
Date of Application		Signature of Applicant		
12/69				

Introducing

JOHNSTON TECHNICAL INSTITUTE

Member Institution of the North Carolina
Community College System

Approved by
The North Carolina State Board of Education

For additional information, contact

Johnston Technical Institute
U. S. Highway 301 — South
P. O. Box 29
Smithfield, North Carolina 27577

Telephone Four Oaks 919 963-7531

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HISTORY

The need for an educational institution in Johnston County to serve young people and adults was first recognized by County School authorities under the leadership of Superintendent E. S. Simpson. In May, 1967, preliminary action was taken by the County Board of Education and the County Board of Commissioners which led to an application for an institution of the North Carolina Community College System.

A steering committee headed by M. Brack Wilson was subsequently appointed to conduct a study concerning the need for a post-secondary educational institution in Johnston County and to prepare the application to the State Board of Education. Upon the recommendation of the State Board of Education, the 1969 North Carolina General Assembly officially authorized the establishment of Johnston Technical Institute.

The Board of Trustees, which was representative of leading citizens from various sections of Johnston County, was then appointed. At its first meeting M. Brack Wilson was elected Chairman of the Board and William R. Britt was elected Vice-Chairman.

Dr. John L. Tart was named president of Johnston Technical Institute on August 11, 1969. Under his leadership, plans were developed to begin immediately with the offering of occupational extension and adult education courses. On September 22, 1969, the first group of adult students was enrolled in a variety of extension and general adult education classes. An overwhelming response from the people of Johnston County was indicated by the enrollment of over 500 students in evening courses during the Fall Quarter of 1969.

In September, 1970, full-time occupational education programs in technical, business, health care, and skilled trade fields were offered for the first time.

PURPOSE AND OBJECTIVES

The purpose of Johnston Technical Institute is to provide comprehensive occupational, general education and adult educational opportunities for young people and adults. The institute seeks to provide for the fullest possible development of the potential of each student to the end that he may increase in knowledge and understanding of life, develop occupational proficiencies in accordances with his interests, talents, and aspirations, and continue his personal growth as a responsible citizen in a democratic society.

The major objectives of the Institute are:

1. To provide technical education which prepares individuals for employment as technicians.
2. To provide vocational education which prepares individuals for employment in skilled and health care occupations.
3. To provide general education for different categories of students.
4. To provide continuing education courses and programs as needed by individuals in the area for career advancement, personal growth and life enrichment.
5. To provide adult education programs based upon community needs and interest with emphasis on:
 - a. Adult basic education
 - b. Adult high school education
 - c. Cultural and community service programs
6. To provide student personnel services to guide students in the exercise of self direction in career and personal planning and in the solution of problems.

THE CAMPUS

Johnston Technical Institute utilizes facilities which were vacated by the Johnston County School System on a seventeen acre tract of land located four miles South of Smithfield, North Carolina on Highway 301. The physical facilities consist of four buildings—three classrooms and laboratory buildings plus a gymnasium.

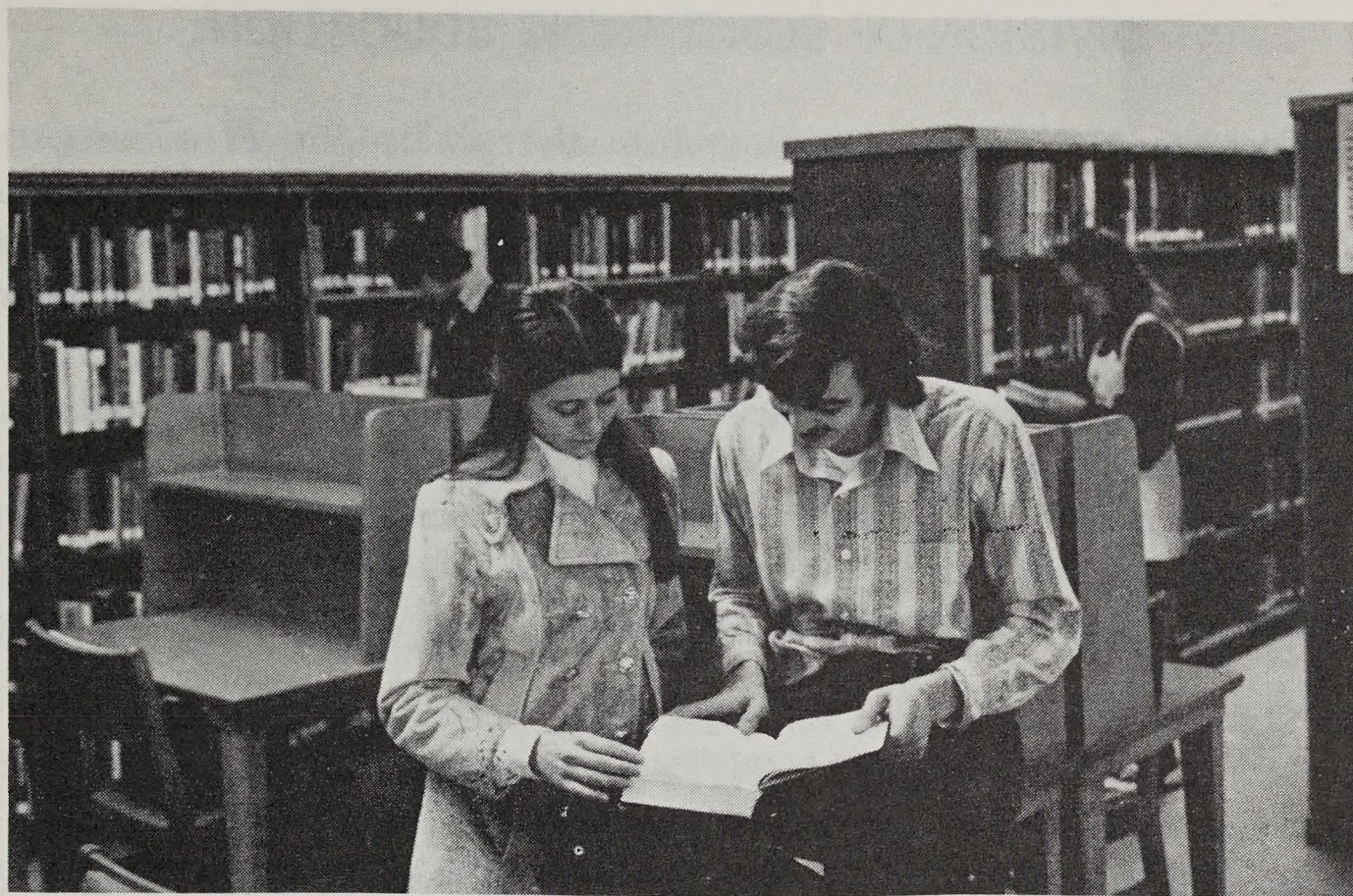
HOUSING

Students may find suitable accommodations in the Smithfield area. The school will help students who request assistance in finding living quarters.

THE LIBRARY

Presently, the library at Johnston Technical Institute contains more than 4,000 volumes and subscribes to over 100 periodicals of general and technical interest. The collection, which is continuing to expand, is designed to serve the students, faculty, and staff, as well as the community at large.

The library staff is available for reference and reader's advisory assistance. The operating schedule is arranged in a way which pro-



vides both day and evening students ample time and opportunity for extended periods of study.

The seating capacity is 50 with 24 carrels located in the stack area.

PROGRAMMED INSTRUCTION LEARNING LABORATORY

The Programmed Instruction Learning Laboratory provides an opportunity for any interested adult, regardless of his educational background, to select appropriate courses of study from a wide variety of programmed instruction courses ranging in difficulty from elementary school level to college level. Individuals studying most of these courses are completely free to set their own study pace. Students who are advised to complete phases of programs leading to a high school diploma, or who are required to do remedial study in association with a curriculum, are expected to show steady progress toward a predetermined objective of learning laboratory study. There are no teacher-administered tests, grade assignments, or set speeds of completion for most programmed instruction courses. Many courses are included in each of the following areas.

BUSINESS AND INDUSTRY

DATA PROCESSING

ENGLISH

FOREIGN LANGUAGES

LEISURE ACTIVITIES

HEALTH AND SAFETY

MATHEMATICS

PSYCHOLOGY

READING

RELIGION

SCIENCE AND TECHNOLOGY

SOCIAL SCIENCES

DIVISION OF CONTINUING EDUCATION

Consistent with its commitment to the philosophy of a comprehensive educational institution, Johnston Technical Institute offers a diversified and flexible program for those individuals who elect to attend class on a less structured basis than that which is required for curriculum study.

Continuing Education Courses include instruction designed for self-improvement, updating, and upgrading to meet increased job demands, plus a variety of general interest offerings. Any course which is consistent with the purposes of the institution will be offered, provided adequate interest is indicated.

COMMUNITY SERVICES

In addition to offering courses which are structured along the traditional lines of classroom organization, the institution continually strives to serve the community by providing a broad community service program.

Community service organizations including civic, social, and recreational groups are invited to utilize the facilities at the Institute for meetings and other community activities.

Visitors are welcome on the campus at any time. Institutional personnel will arrange tours of the campus and schedule discussion periods for groups who are interested in learning more about the purposes and functions of the community institution.



ADMISSION

Johnston Technical Institute operates with an "Open Door" admission policy. Any high school graduate or non-graduate eighteen years of age or older may be admitted to the Institute, providing he makes application and can benefit from a program of instruction.

Placement in a specific program of study is based on a guidance process designed to help the student develop his career plans and select an educational program appropriate to his interests, aptitudes, and career goals.

Admission Counseling

Following receipt of his application for admission, the student is invited to come for a placement interview with an admission counselor. The student and the counselor review together the student's application, his career plans, and requirements of the various programs of study. The objective is to help the student become familiar with the programs available and enable him to evaluate his chances of success in the various programs. Should a student desire a particular program of study but not have adequate preparation to enter the program fully upon admission, he will be accepted for admission and scheduled for a combination of guided studies preparatory courses and credit courses to help him overcome the educational limitations that could prevent him from making satisfactory progress.

Advanced Standing

A student may be admitted with advanced standing by transfer of course work completed at other technical institutes, colleges, or universities. All credits to be transferred will be equated with the curricula offered by Johnston Technical Institute. Only courses passed with grades of "C"-level or higher will be considered for transfer.

A student may be granted advanced standing in a specific course or in a program of study on the basis of passing a prescribed course proficiency examination or examinations.

Guided Studies Program

Any student who needs to strengthen his basic education in the areas of communication skills and/or mathematics may be enrolled in guided studies courses.

A specially designed Communications Laboratory offers students an alternate means for developing those communications skills essential

for success in occupational or general education. Guided studies courses in English and mathematics provide individualized and small group instruction to help meet individual needs.

Admission Procedure

Curriculum students are enrolled at the beginning of a quarter or semester. Generally, most students begin their program of studies in September of each year. However, entrance at the beginning of other quarters is possible when the curriculum and the schedule permit.

Applicants for all educational programs are required to complete the following steps:

1. Submit a completed application form.
2. Submit a transcript of records from the high school and other post-secondary educational institutions attended.
3. Report to the Institute for an admission interview.

Application forms may be obtained in person, by telephoning, or by writing to:

Dean of Student Affairs
Johnston Technical Institute
Post Office Box 29
Smithfield, North Carolina 27577
Telephone: Four Oaks 963-7531

Generally, educational placement tests are given periodically during the summer months to aid in placement of students in courses. Such tests are only for placement purposes in English and mathematics courses, and are not admission tests.

Part-time and special students may be admitted under a special provision which allows them to take up to fifteen quarter hours of credit courses before completing full admission requirements. However, all admission requirements must be met by the time the student has completed fifteen quarter hours of work, if credit is to be granted.

Transfer Students

Johnston Technical Institute will consider admission of transfer students and acceptance of credits for transfer from institutions within the State Community College System and other accredited post-secondary institutions. Transfer students must:

1. File a completed application form for admission.
2. Furnish transcripts of all previous education in high school, college, university, and other post-secondary institutions attended.

3. Report for an admission interview.

Course credits earned at other technical institutes, community colleges, or similarly organized educational institutions will generally be accepted for transfer under the following conditions:

1. The course work must be applicable to the program the student is pursuing at Johnston Technical Institute.
2. A minimum grade of "C" or its equivalent must have been earned on all course work in order for the course to be considered for transfer.

Admission Requirements

Specific entrance requirements for the various programs of study are as follows:

1. For all technical education programs, the general education—college transfer option program, and the Practical Nurse Education program, the student must (a) be a high school graduate or equivalent, as recognized by the state; (b) be at least 18 years of age or a high school graduate; (c) have the potential for making reasonable progress in the program of study chosen.
2. For entrance into vocational education programs, the student must (a) be at least 18 years of age and (b) have the potential for making reasonable progress in the program of study chosen.
3. For entrance into the Adult Education High School program, the student must be at least 18 years of age and not enrolled in the public school system.

COUNSELING

The counseling service provides professional assistance to help students assess and understand their abilities, aptitudes, interests and personality characteristics. Information is made available concerning local, state, and national job trends. Through both individual and group counseling, assistance is provided to help students utilize this information in making career decisions. As tentative career goals are established, the counselor is able to help students plan courses of study which will facilitate the achievement of long-range goals. In addition to vocational and educational counseling, the counselor is prepared to assist students in working through personal and social concerns.

Vocational guidance is also provided on a small group basis, integrated with the instructional program and related to the career field which the student is pursuing.

PLACEMENT

Johnston Technical Institute provides job placement service for its students. By working with area business and industrial firms and public agencies, the Institute assists prospective graduates in locating job opportunities. Although the Institute cannot guarantee placement to its students, it will endeavor to provide employment leads prior to and after graduation for those who are completing or have completed programs of study.

The Institute cooperates with the Employment Security Commission of North Carolina, which is the public employment agency, in assisting its graduates to locate employment opportunities.

FINANCIAL

Tuition and Fees

Johnston Technical Institute offers educational opportunity at a minimum cost to the student. Tuition fees are set by the State Board of Education and are subject to change without notice. The cost of textbooks and supplies are additional expenses which vary according to the program of study. Current basic fees to be paid by resident curriculum students upon enrollment are as follows:

Technical and Vocational Programs

Tuition for full-time students	\$32.00 per quarter
Tuition for part-time students	2.50 per quarter hour

General Education—College Transfer Option Program

Tuition for full-time students	\$48.00 per semester
Tuition for part-time students	3.75 per semester hour

Activity Fee

Full-time curriculum students shall pay a \$7.00 per quarter student activity fee. Part-time curriculum students registered for a course load of 9 to 11 quarter hours or the equivalent shall pay a \$5.00 per quarter student activity fee. This fee provides support for the student activities program, including student government, athletics, social activities, publications, and other activities and projects of benefit to students.

Residence Status for Tuition Purposes

The tuition charge for legal residents of North Carolina is less than for nonresidents. To qualify for in-state tuition, a legal resident must have maintained his domicile in North Carolina for at least the twelve months next preceding the date of first enrollment or re-enrollment in an institution of higher education in this state. Student status in an institution of higher education in this state shall not constitute eligibility for residence to qualify the student for in-state tuition.

Tuition for Non-Resident Students

Any student whose legal residence is outside of North Carolina, or, in the case of students who are boarding or living with relatives in the community, whose parents or guardians live outside the State, shall pay tuition fees as follows: \$550 per school year of twelve months, or \$137.50 per quarter, or—if a part-time student—\$11.45 per quarter credit hour. A part-time student is one who is registered for less than twelve (12) credit hours of instruction in any quarter.

Refunds

Except for students receiving Veteran's Education Assistance, tuition refunds shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded, if the student withdraws within ten calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of five dollars or less, except when a course or curriculum fails to materialize. In such a case, all of the student's tuition shall be refunded.

Refund Policy for Veterans and War Orphans

The following refund policy is applicable only to veterans and other persons enrolled under provisions of Title 38, U. S. Code, as amended:

The institution has and maintains the following policy for the refund of the unused portion of tuition, fees, and other charges in the event the person fails to enter the course, withdraws, or is discontinued therefrom at any time prior to completion: The amount charged to the person for tuition, fees, and other charges for a portion of the course will not exceed the approximate pro rata portion of the tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.

Textbooks and Supplies

The cost of textbooks and supplies is an additional expense for which the student should plan. The cost of books varies according with the program of study, but usually ranges from approximately \$30.00 to \$50.00 per quarter. Books and supplies may be purchased from the Institute bookstore.

Accident Insurance

Accident insurance, covering the student during hours in school and transportation to and from school, is available for approximately \$3.00 per year. Accident insurance is not required, but is strongly recommended.

Financial Aid

Johnston Technical Institute attempts to help meet the financial need of every qualified full-time curriculum student. The Institute subscribes to the following policies and principles: (1) The purpose of financial aid is to supplement the resources of the student and his family. The primary responsibility for financing education rests with the family, and the family is expected to contribute according to its income and assets to a student's educational expenses. The student is expected to share in this responsibility through savings, summer work, and part-time employment, if necessary. (2) In considering a student for financial aid, the Institute considers the applicant's financial need and his potential for success in accomplishing his educational goal. (3) Aid may be used for tuition and fees, books, personal needs, travel and room and board if necessary for the student to maintain himself in school.

Students needing assistance should contact the Office of Student Affairs. Financial aid resources available are listed below.

1. *Educational Opportunity Grants*

These are direct grants of assistance awarded to students of exceptional financial need and creative or academic promise. A grant may cover half of the student's total need for financial aid.

2. *Loan Funds*

National Defense Loan Program

Short-term loan fund for direct educational costs

Smithfield Jaycee—Carolina Timber Management

Short Term Fund

College Foundation

The Institute serves as a certifying agency for the Insured Loan Program and Bryan Foundation Loans.

3. *Work Study*

The Institute participates in the College Work-Study Program. Under this program part-time jobs are available to students from low income families. A student may work up to 15 hours a week. The Institute also participates in the Plan to Assure College Education in North Carolina (PACE-NC) during the academic year and the summer. The PACE program provides off-campus work-study jobs in non-profit and public service agencies. The Institute also participates in the Vocational Work-Study Program.

The Institute serves as a referral agency for the following resources:

Veterans Administration educational benefits

Social Security educational benefits

State Vocational Rehabilitation educational benefits

Department of Social Services

Employment off Campus

VETERANS AFFAIRS

Johnston Technical Institute cooperates with the Veterans Administration and with the North Carolina Veterans Commission in assisting veterans. Veterans are invited to take advantage of the guidance services and educational programs offered by the Institute. Children of disabled or deceased North Carolina veterans may receive assistance. For information and application forms, students should contact the Johnston County Veterans Service Office, Courthouse Square, Smithfield, North Carolina.

Veterans enrolled under the G.I. Bill, in order to receive full benefits, are required to carry a full class load. It is a policy of this institution to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog in order to broaden their knowledge. When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a technical curriculum or thirty hours in a vocational trade curriculum, a student may enroll, on request, for additional instructional hours deemed by the institution to be consistent with the program and appropriate to the student to make up twenty-five hours in a technical curriculum or thirty hours per week in a vocational trade curriculum.

STUDENT GOVERNMENT

The Student Government Association acts as the duly constituted representative organization of students at the Institute. The association is the major student organization at Johnston Technical Institute. It

participates in and stimulates many aspects of the life of the Institute beyond the classroom which are vital to a full and meaningful educational experience.

CLUBS AND ORGANIZATIONS

Student clubs and interest groups are encouraged as a means of bringing together students with similar career, vocational, or academic interests. Faculty and staff members serve as advisors and assist student leaders in organizing and planning club programs and student group activities.

THE BOOKSTORE

The Institute Bookstore stocks textbooks, supplies, and miscellaneous items for sale to students. The bookstore is open daily during posted hours and operates with extended hours at the start of each quarter.

PUBLICATIONS

RETROSPECT, the student yearbook, is published annually by a student staff. The yearbook, which was the first student publication to appear, provides a graphic history of life at Johnston Technical Institute.

The HARBINGER is the official student newspaper of the Institute. The newspaper is published quarterly throughout the academic year to inform students, faculty, and the community of news, features, and developments of interest and concern to all students.

A student handbook is published annually at the first of the academic year to provide basic information to all students.

ATHLETICS AND RECREATION

The Institute is a member of the Eastern North Carolina Community College Conference. A basketball team is entered in the conference each year.

A program of intramural sports and recreation is under development.



VOCATIONAL PROGRAMS



AUTOMOTIVE MECHANICS WITH BODY REPAIR OPTION

Phase I of the curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust components of automotive vehicles. A thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

In Phase II the majority of the student's time is spent in the shop where he learns new skills and practices these skills on automobile bodies and their component parts. Every effort is directed toward making these practical experiences as near actual job situations as possible.

Automobile mechanics diagnose, maintain, and repair mechanical electrical, and other component parts of passenger cars, trucks, and buses. In some communities and rural areas they also may repair body parts, service tractors, marine engines and other types of equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications to assist in analysis, disassembly and assembly of component parts.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work, such as repairing only electrical components, power steering, power

brakes, or automatic transmissions. Usually, such specialists have had “all-round” training in general automotive repair.

Completion of Phase II will, in addition, prepare them for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit, and install glass.

AUTO MECHANICS (Phase I)

First Quarter

PME	1101	Internal Comb. Engines
MAT	1101	Fundamentals of Mathematics
DFT	1101	Schematics and Diagrams (Measurement, Tools and Engines)
PHY	1101	Applied Science
ENG	1101	Reading Improvement

Second Quarter

PME	1102	Engine Elect. and Fuel Systems
DFT	1102	Schematics and Diagrams (Electrical and Fuel Systems)
MAT	1120	Applied Math
ENG	1102	Communication Skills

Third Quarter

AUT	1123	Brakes, Chassis and Suspension
AHR	1101	Automotive Air Conditioning Elective
PSY	1101	Human Relations
WLD	1129	Basic Welding

Fourth Quarter

AUT	1124	Automotive Power Train Systems
AUT	1125	Auto Servicing I
BUS	1103	Small Business operations

AUTO BODY REPAIR OPTION (Phase II)

Fifth Quarter

AUT	1111	Auto Body Repair
AUT	1112	Auto Body Repair
WLD	1101	Basic Gas Welding

Sixth Quarter

AUT	1113	Metal Finishing and Painting
AUT	1115	Trim, Glass and Radiator Repair
WLD	1105	Auto Body Welding

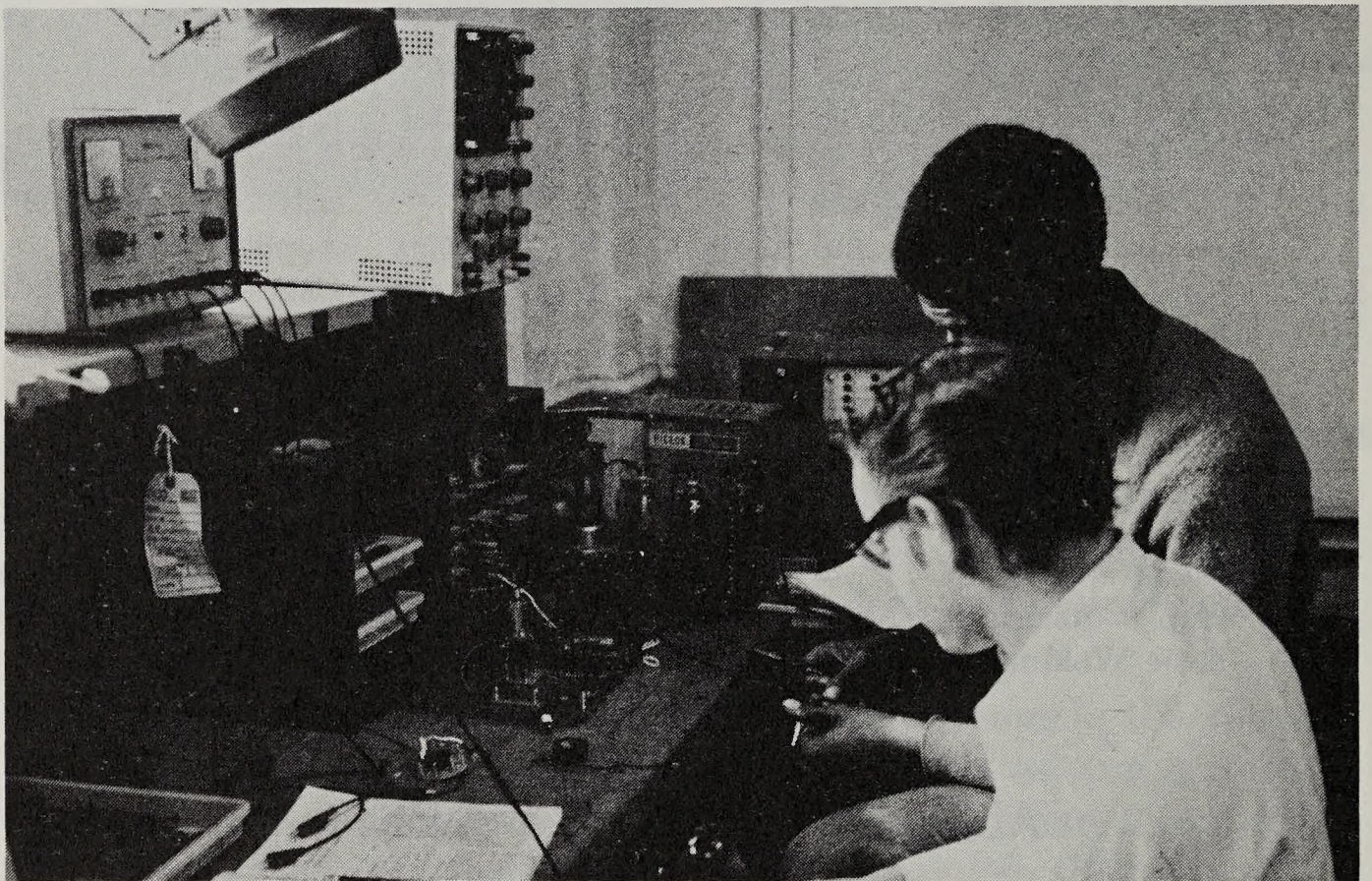
Seventh Quarter

AUT	1114	Body Shop Applications
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ELECTRONICS SERVICING

The demands of the space age in which we are now living have developed many new job opportunities in electronics. These new positions will be filled by qualified and competent technicians.

This program provides the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television and sound amplifier system. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.



The program provides an option during the fourth quarter. A student may take television servicing to become a radio and television serviceman, or he may take industrial applications in preparation for going into the electronics industry.

The radio and television serviceman may be required to install, maintain and service amplitude modulated and frequency modulated home and auto radios, transistorized radios, monochrome and color television sets, intercommunication, public address and paging systems, high fidelity and stereophonic amplifiers, record players and tape recorders.

Other employment opportunities exist in a variety of jobs in the electronics industry. A knowledge of the fundamental principles of electricity and electronics and industrial applications coupled with skills in diagnosis and trouble shooting provide the basis for employment in the electronics equipment manufacturing industry.

ELECTRONICS SERVICING

First Quarter

ELC	1112	Direct & Alternating Current
MAT	1115	Electrical Mathematics
ENG	1101	Reading Improvement

Second Quarter

ELN	1122	Vacuum Tubes & Circuits
ELN	1123	Amplifier Systems
MAT	1116	Electrical Mathematics
ENG	1102	Communication Skills

Third Quarter

ELN	1125	Radio Receiver Servicing
ELN	1126	Transistor Theory & Circuits
PSY	1101	Human Relations

Fourth Quarter With Option

ELN	1127	Television Receiver Circuits and Servicing
OR		
ELN	1131	Industrial Applications of Electronics
BUS	1103	Small Business Operations

PRACTICAL NURSE EDUCATION

The objective of the Practical Nurse Education Program is to prepare qualified persons for participation in the care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Throughout the one-year program the student is expected to continuously acquire knowledge and understanding related to nursing and the biological and social sciences and to develop skills related to nursing practice, communications, interpersonal relations, and use of sound judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing.

Graduates of Practical Nurse Education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse."



The Practical Nurse Education program will operate in affiliation with Johnston County Memorial Hospital for purposes of the clinical instruction.

PRACTICAL NURSE EDUCATION

First Quarter

NUR	1110	Vocational Adjustments
NUR	1111	Basic Science and Health
NUR	1112	Nursing Fundamentals
NUR	1113	English Fundamentals

Second Quarter

NUR	1121	Advanced Nsg. Fund
NUR	1122	Introduction to Med.
		Surg. Nursing
NUR	1124	Pediatric Nursing
NUR	1125	Clinical Practice
MATH	1120	Basic Mathematics

Third Quarter

NUR	1130	Med. Surg. Nursing
NUR	1131	Obstetrical Nursing
NUR	1133	Drug Therapy
NUR	1135	Clinical Practice

Fourth Quarter

NUR	1140	Med. Surg. Nursing
NUR	1141	Vocational Adjustments II
NUR	1145	Clinical Practice

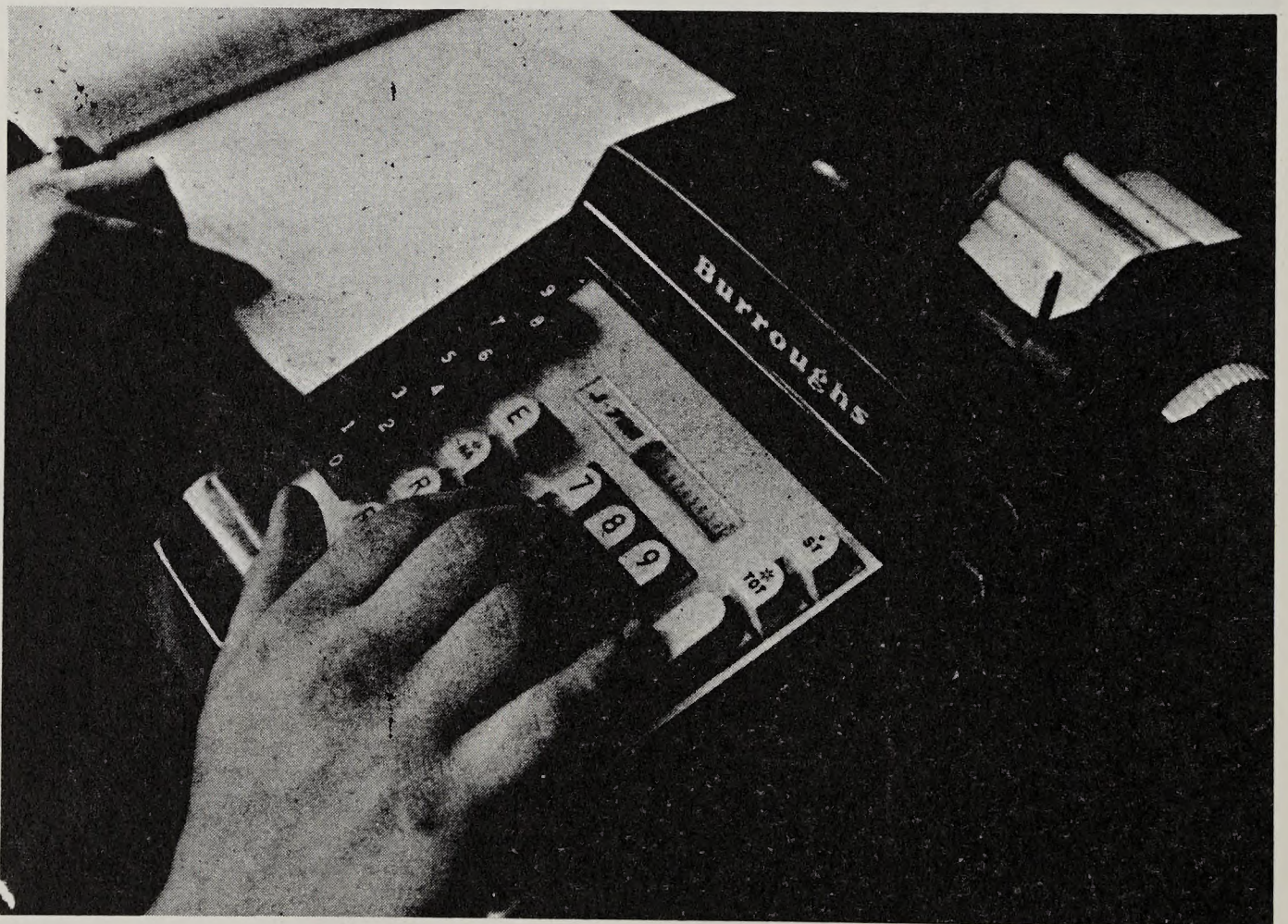
TECHNICAL PROGRAMS

ACCOUNTING

Accounting is one of the fastest growing employment fields in America today, and the job outlook for good accountants seems bright for many years to come. These opportunities result from the tremendous business and industrial expansion in all parts of the country. Because of this emphasis, there is a growing need for trained people in the area of accounting to help managers keep track of a firm's operation. The Accounting Curriculum is designed to fill this need by offering students the necessary accounting theories and skills for the entry into the accounting profession.

The duties and responsibilities of an accountant vary somewhat in different firms. Some of the duties of an accountant are: record transactions, render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs.

The graduate of the Accounting Curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. This training plus further experience should prepare them to become office managers, accounting supervisors, and to fill other responsible positions in a business firm.



ACCOUNTING

First Quarter

BUS	101	Introduction to Business
BUS	102	Typewriting (Or Elective)
MAT	110	Business Mathematics
ECO	102	Economics
ENG	101	Grammar

Second Quarter

BUS	120	Accounting
BUS	115	Business Law
BUS	123	Business Finance
ECO	104	Economics
ENG	102	Composition

Third Quarter

BUS	124	Business Finance
BUS	110	Office Machines
BUS	121	Accounting
BUS	116	Business Law
ENG	103	Report Writing

Fourth Quarter

EDP	104	Introduction to Data Processing Systems
BUS	222	Accounting Elective
ENG	204	Oral Communication

Fifth Quarter

BUS	223	Accounting
BUS	225	Cost Accounting
BUS	235	Business Management
		Social Science Elective
ENG	206	Business Communication

Sixth Quarter

		Social Science Elective
BUS	229	Taxes
BUS	269	Auditing
		Elective

AGRICULTURAL SCIENCE AND MECHANIZATION TECHNICAL SPECIALTY

This program provides training in the basic knowledge and skills needed for the successful operation and management of a general farming operation involving crops and livestock. There is a growing scarcity of young men well trained in basic agricultural science and mechanization. Larger farming operations require more mechanization and tremendous outlays of capital. Thus, the need for well trained farmers is becoming increasingly critical.

The objective of this program is to train individuals in the managerial and operative skills and knowledge needed for successful farm operation. The program is offered on a part-time basis especially veterans and other persons involved in full-time farming. It is approved by the Veterans Administration and enables veterans to receive educational benefit allowances under the G.I. Bill of Rights. Generally, classes are scheduled two days per week in the late afternoons and at night, so as to be convenient for those engaged in farming.

Admission is open to persons of 18 years of age and older who can benefit from the educational program. Upon completion of this technical specialty program, a person who desires to be admitted to a full program of technical education in Agricultural Science and Mechanization may do so by meeting the following requirements:

- (1) Be or become a high school graduate or the equivalent.
- (2) Be prepared to pursue prescribed general education related courses. The satisfactory completion of a minimum of 18 quarter hours of general education related course work, in addition to all of the prescribed technical specialty courses, will meet requirements for the Associate in Applied Science degree.

The graduate of this program is trained to manage and operate a farm. In addition, he should be able to perform most of the repairs to buildings and equipment, as well as perform the necessary electrical, construction, and plumbing requirements pertaining to the farm operation.

AGRICULTURE SCIENCE AND MECHANIZATION TECHNICAL SPECIALTY

First Quarter

AGR	101	Farm Tractors
AGR	102	Farm Business Management
AGR	104	Feeding and Management
AGR	105	Pastures and Forage Crops

Second Quarter

AGR	106	Techniques of Welding
AGR	107	Farm Accounting and Records
AGR	108	Beef Production
AGR	109	Soil Science

Third Quarter

AGR	114	Farm Electrification
AGR	117	Feeds and Feeding Farm Animals
AGR	118	Feed Grain Crops
AGR	121	Weed Identification and Control

Fourth Quarter

AGR	122	Farm Machinery Repair and Maintenance
AGR	123	Ornamental Horticulture
AGR	124	Plant Propagation
AGR	126	Farm Forest Management

Fifth Quarter

AGR	128	Farm and Home Construction
AGR	130	Pesticides
AGR	131	Soybean Production
AGR	132	Livestock Diseases and Parasites

Sixth Quarter

AGR	133	Farm Water and Plumbing System
AGR	134	Tobacco Production
AGR	135	Agricultural Law
AGR	136	Agricultural Math

Seventh Quarter

AGR	137	Farm Appliance Refrigeration
AGR	138	Farm Records and Taxes
AGR	139	Fertilizers and Lime
AGR	140	Vegetable Production

Eighth Quarter

AGR	141	Surveying
AGR	142	Agriculture Finance
AGR	143	New Sources of Farm Income
AGR	144	Opportunities in Agriculture Business

The following additional subjects are provided for the student who pursues an Associate of Applied Science Degree.

ENG	101	Grammar
ENG	102	Composition
ENG	103	Report Writing
ENG	204	Oral Communication
		Social Science—Elective

BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond high school.

The Business Administration Curriculum is designed to prepare the student for employment in a variety of occupations common to business. Training is aimed at preparing the student in many phases of administrative work that are likely to be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist, and travel industry; insurance; transportation; and communications.

BUSINESS ADMINISTRATION

First Quarter

BUS	101	Introduction to Business
BUS	102	Typewriting (or Elective)
ECO	102	Economics
MAT	110	Business Mathematics
ENG	101	Grammar

Second Quarter

BUS	120	Accounting
ECO	104	Economics
BUS	115	Business Law
BUS	123	Business Finance
ENG	102	Composition

Third Quarter

BUS	124	Business Finance
BUS	110	Office Machines
BUS	121	Accounting
BUS	116	Business Law
ENG	103	Report Writing

Fourth Quarter

BUS	232	Sales Development
EDP	104	Introduction to Data Processing Systems
BUS	239	Marketing Elective
ENG	204	Oral Communication

Fifth Quarter

		Social Science Elective
BUS	243	Advertising
BUS	235	Business Management Elective
ENG	206	Business Communication

Sixth Quarter

		Social Science Elective
BUS	229	Taxes
BUS	272	Principles of Supervision
BUS	271	Office Management Elective

GENERAL OFFICE TECHNOLOGY

The General Office Occupations curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and applied psychology.



More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The graduate of the General Office Occupations curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

First Quarter

BUS	102	Typewriting (or Elective)
BUS	101	Introduction to Business
ECO	102	Economics
MAT	110	Business Mathematics
ENG	101	Grammar

Second Quarter

BUS	103	Typewriting (or Elective)
BUS	110	Office Machines
BUS	115	Business Law
BUS	120	Accounting
ENG	102	Composition

Third Quarter

BUS	104	Typewriting
BUS	112	Filing
BUS	116	Business Law
BUS	121	Accounting
ENG	103	Report Writing

Fourth Quarter

BUS	205	Advanced Typewriting
BUS	211	Office Machines
BUS	232	Sales Development
BUS	212	Machine Transcription - Executive Elective
ENG	204	Oral Communication

Fifth Quarter

BUS	213	Office Procedures
EDP	104	Introduction to Data Processing Systems
ENG	206	Business Communication Social Science Elective Elective

Sixth Quarter

BUS	271	Office Management
BUS	229	Taxes
BUS	210	Typing Office Practice Social Science Elective Elective

SECRETARIAL SCIENCE

The demand for well qualified secretaries in the growing economy of North Carolina is becoming acute. The purpose of the Secretarial Science Curriculum is to provide specialized education in the accepted procedures required in business offices and to enable persons to become proficient on the job soon after accepting employment.

The Secretarial Science Curriculum is designed to offer students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. Special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development. Advanced



placement in skill subjects is available for those students who have developed typing and shorthand skills prior to entrance.

The graduate of the Secretarial Science Curriculum is trained in business terminology and in dictation and accurate transcription of letters and reports. The graduate may be employed as a stenographer or secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and handling a variety of other secretarial duties. She may enter a secretarial position in various offices in businesses such as insurance companies, banks, financial firms, marketing organizations, and governmental agencies.

SECRETARIAL SCIENCE

First Quarter

BUS	102	Typewriting (Or Elective)
BUS	106	Shorthand (Or Elective)
BUS	101	Introduction to Business
MAT	110	Business Mathematics
ENG	101	Grammar

Second Quarter

BUS	103	Typewriting (Or Elective)
BUS	107	Shorthand
BUS	120	Accounting
BUS	115	Business Law
ENG	102	Composition

Third Quarter

BUS	104	Typewriting
BUS	108	Shorthand
BUS	110	Office Machines
BUS	112	Filing
ENG	103	Report Writing

Fourth Quarter

BUS	206E	Dictation and Transcription
BUS	205	Advanced Typewriting
BUS	211	Office Machines
EDP	104	Introduction to Data Processing Systems
ENG	204	Oral Communication

Fifth Quarter

BUS	207E	Dictation and Transcription
BUS	214	Secretarial Procedures
ENG	206	Business Communication
		Social Science Elective
		Elective

Sixth Quarter

		Social Science Elective
BUS	208E	Dictation and Transcription
BUS	271	Office Management
		Elective



GENERAL EDUCATION — COLLEGE TRANSFER OPTION PROGRAM

The General Education Curriculum has two main objectives. One is to provide the student with two years of general education and interest-type course work culminating in an Associate Degree in General Education. The second objective is to provide the student with the freshman level of course work that will be transferable to any accredited college or university which accepts transfer credit from Campbell College.

The second objective is achieved through a contractual agreement between Campbell College and Johnston Technical Institute, Smithfield, North Carolina. Through this agreement, Campbell College will provide the instructional services for 42 semester hours of course work on the campus of Johnston Technical Institute. These 42 hours of work will normally be completed during the first year in the program by a full-time student. When the student has successfully completed all or part of these hours of course work, application may be made to Campbell College or another accredited college or university that will accept these credits for transfer.

The student who chooses not to transfer to a college or university after the first year, may elect to continue at Johnston Technical Institute and work toward the Associate Degree in General Education. It is suggested that the student indicate at enrollment which option he or she plans to pursue at Johnston Technical Institute—the college transfer option or the general education degree.

GENERAL EDUCATION — COLLEGE TRANSFER OPTION

First Semester

°HIS	111E	Western Civilization
°GEL	111E	Physical Geology
°MUS	131E	Music Appreciation
°HEA	111E	Personal and Community Health
°PE	111E	Physical Education
°ENG	111E	Composition

Second Semester

°HIS	112E	Western Civilization
°GEL	112E	Historical Geology
°MAT	101E	Introduction to Mathematics
°PSY	222E	General Psychology
°PE	112E	Physical Education
°ENG	112E	Composition

Third Semester — First Session

6 hours of primarily sophomore-level courses will be offered.

Third Semester — Second Summer Session

Three hours of primarily sophomore-level courses will be offered.

Fifth Quarter

ECO	102	Economics
EDP	104	Introduction to Data Processing Systems
BUS	239	Marketing
BUS	102	Typewriting
ENG	204	Oral Communications

Sixth Quarter

ECO	104	Economics
BUS	120	Accounting
BUS	110	Office Machines
PSY	206	Applied Psychology
ENG	206	Business Communications

° Asterisk indicates college credit courses offered by Campbell College.

